

Delaware Licensing Procedures

The Delaware Insurance Department accepts only electronic license and renewal applications.

Applicants may apply online through the NIPR (National Insurance Producer Registry). The NIPR Gateway is a communication network that electronically links state insurance departments with the entities they regulate. The website address to submit an application is:

www.nipr.com

Examination information may be obtained through our contractor, Pearson Vue. They may be contacted at 800-274-0455 or on the web at:

<http://www.asisvcs.com/publications/pdf/120800.pdf>

PRODUCER

Resident –

- Electronic Submission: www.nipr.com
- Examination(s) from Pearson Vue
- State Criminal Background Report (302-739-2528)
- Once the application has been submitted through NIPR, please fax the State Criminal Background Report to: 302-736-7906. Examination results are received electronically from Pearson Vue and do not need to be faxed to the Department.

Nonresident –

- Electronic Submission: www.nipr.com

SURPLUS LINES BROKER

Resident – Please Note: To qualify for a Surplus Line Broker License, the applicant must have an active Producer License for the LOAs they are requesting. A Surplus Line Broker License may be issued for one or more of the following LOAs: Property, Casualty, Surety, Marine & Transportation, and Personal Lines.

- Electronic Submission: www.nipr.com

Nonresident –

- Electronic Submission: www.nipr.com

FRATERNAL PRODUCER

Resident –

- Electronic Submission: www.nipr.com
- State Criminal Background Report (302-739-2528)
- Please fax the State Criminal Background Report to: 302-736-7906.

Nonresident –

- Electronic Submission: www.nipr.com

ADJUSTER**Resident –**

- Electronic Submission: www.nipr.com
- Examination(s) from Pearson Vue
- State Criminal Background Report (302-739-2528)
- Once the application has been submitted through NIPR, please fax the State Criminal Background Report to: 302-736-7906. Examination results are received electronically from Pearson Vue and do not need to be faxed to the Department.

Nonresident –

- Nonresident licensees licensed in their home state where an exam has been taken may apply online at www.nipr.com
- Nonresident licensees who hold a license in a state other than their home state (where an exam has been taken) are required to complete a Form 2A <http://www.delawareinsurance.gov/departments/licensing/New2A.pdf> and submit to the Department.
- Nonresident applicants who are not licensed in any state are required to take the Delaware exam and obtain a Criminal Background Report from their resident State Police Department. The Form 2A <http://www.delawareinsurance.gov/departments/licensing/New2A.pdf> and the Criminal Background Report must be submitted to the Department. Examination results are received electronically from Pearson Vue and do not need to be submitted to the Department.

PUBLIC ADJUSTER**Resident –**

- Electronic Submission: www.nipr.com
- Examination from Pearson Vue
- State Criminal Background Report (302-739-2528)
- Bond in the amount of \$20,000
- Copy of Contract (Title 18 Chapter 17A)
- Please fax the State Criminal Background Report, Bond, and copy of contract to: 302-736-7906. Examination results are received electronically from Pearson Vue and do not need to be submitted to the Department.

Nonresident –

- Electronic Submission: www.nipr.com
- Bond in the amount of \$20,000
- Copy of Contract (Title 18 Chapter 17A)
- Please fax the Bond, and copy of contract to: 302-736-7906.

MOTOR VEHICLE APPRAISER

Resident –

- Electronic Submission: www.nipr.com
- Examination from Pearson Vue
- State Criminal Background Report
- Please fax the State Criminal Background Report to: 302-736-7906. Examination results are received electronically from Pearson Vue and do not need to be faxed to the Department.

Nonresident-

- Electronic Submission: www.nipr.com

APPRENTICE ADJUSTER/MOTOR VEHICLE APPRAISER (VALID FOR 1 YEAR)

Resident/Nonresident –

- Electronic Submission: www.nipr.com
- Please fax the following to 302-736-7906:
 - A statement from a duly licensed adjuster/appraiser assuming full responsibility for the activities of the applicant and certification that the applicant is a full-time employee under his/her supervision.
 - A State Criminal Report from the applicant's state of residence.

BUSINESS ENTITY AGENCY LICENSE

A business entity acting as an insurance producer is required to obtain an insurance producer license. Application may be made online at www.nipr.com

Before approving the application, the Insurance Commissioner shall find that:

- The business entity has paid the fees set forth in Title 18 Delaware Code, Chapter 7; and
- The business entity has designated a licensed producer responsible for the business entity's compliance with the insurance laws, rules and regulations of this state.

Change of Name

Report any change in name to the Insurance Department within THIRTY (30) DAYS of the change on a Form 2C (<http://www.delawareinsurance.gov/departments/licensing/New2C.pdf>). A fee of \$10, proof of name change, and a Form 2C are required for change of name. A revised license will be forwarded to the licensee.

Change of Address

Address changes may be made online at: www.nipr.com and must be reported within THIRTY (30) Days of the change.